

**DEVELOPMENT REVIEW COMMITTEE
MEETING MINUTES
October 19, 2005**

DRC Members present: David McDevitt, Development Services Director
Tony Park, Public Works Director
Roxanne Manning, TLCPD Land Use Manager

Meeting was called to order by David McDevitt at 10:10am.

OLD BUSINESS:

Montejo Subdivision, Type "C" Site and Development Plan (Continued from October 5, 2005

DRC meeting: Prior to giving an overview of the project, Scott Brockmeier, Planner II, stated that prior to this meeting, the stormwater issues relating to this project had been resolved; therefore, all items mentioned in the staff reports as recommended for continuance no longer apply.

The request is to develop two parcels consisting of approximately 17.13 acres with a 71 lot residential (single family detached) subdivision. The parcels are zoned R-3, and the density proposed (4.14 units/acre) is consistent with the intent of the district. The site is located on the south side of Belair Road (public/private local street), approximately 500 feet east of Woodville Highway. Access to the subdivision is from Belair Road with an interconnection proposed to Maxwell Drive (local street) on the south. Minimum lot sizes proposed are approximately 5,000 square feet or greater. The subdivision will be public and utilize city water, sewer and electric.

The applicant was praised for working with staff to remove the buffers from within the lots, and it was noted that in doing so, the cul-de-sac originally proposed on the west side of the property was deleted. However, the chain link fence proposed will need to be replaced with one that is 100% opaque.

It was noted that the applicant also requested a deviation from development standards from the minimum requirements for buffer standards for a Type "A" and Type "D" buffer, but it was unclear to staff as to which lot the deviation is to apply. Staff assumes the deviation request is to apply to Lot 71. Mr. Brockmeier stated that staff feels that this request does not meet the criteria required to grant a deviation and therefore recommends denial. The applicant has proposed a 20 foot Type "A" buffer on the north where a 10 foot buffer is required at minimum. The lot is approximately 1/3 acre and there appears to be ample room outside the lot to meet the minimum buffer requirements.

Staff recommended approval with the following conditions:

1. Revision of the site plan to illustrate that parking requirements can be met.
2. Revision of the site plan to include notation of the height (minimum 8 foot) and type of fence (opaque). The proposed fence must be 100% opaque to be considered "opaque" and thus consistent with buffer fence standards.
3. Revision of the site plan to label the 5 foot tract of land that is located at the rear of Lots 4-13. This area must serve as a buffer or open space to prevent the creation of double frontage lots.
4. Documentation of approval of stormwater management plans by the Environmental Compliance Division.
5. Staff recommends denial of the deviation from development Standards from the minimum requirements for buffer standards for a Type "A" and Type "D" buffer on Lot 71.

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Fifty-two notices were mailed. There were no responses and none returned undeliverable.

Grady Underwood, Environmental Review Specialist, stated that the NFI was completed on May 12, 2005, and the EIA was approved on September 14, 2005. He also stated that closed basin standards applied to this project and added the following conditions of approval:

1. On Sheet C-2, recommend removal of "Limits of Open Space" note and arrow that points to areas labeled as an "Existing 40' Roadway Easement" and "20' Roadway Easement to Access Parcel".
2. Recommend note on plan concerning requirement of State approval for taking of gopher tortoise burrow located within the proposed project area.

Ms. Manning noted her approval of the revised site plan. Mr. Park stated that the tie-in to the dirt road needs to transition smoothly into the existing dirt road. Therefore, the site plan needs to clearly delineate the limits of the 15 foot pedestrian easement being dedicated to Leon County on the private portion of Belair Road. Mr. Park verified that Environmental Compliance approved of the redesign resulting in a decrease in size of the stormwater management facility (SWMF) and the addition of two lots.

Mr. McDevitt asked if the reason for continuance of this project from the last DRC meeting was due to the buffers being removed from the lots. After affirmation, it was determined that this had been done, except for Lot 71, which is the subject of a request for deviation from development standards. Also clarified that even with the buffer outside Lot 71, development would meet the R-3 setbacks. There is still some clarification needed from the applicant regarding parking detail, especially for Lot 71 since it is awkwardly shaped.

Expressing concern that Lot 71 would not be of sufficient size to accommodate a home within the setbacks, Ms. Manning made a motion to approve the request for deviation from development standards for the buffer standards for a Type "A" and Type "D" buffer on Lot 71. Mr. Park seconded the motion, all voted in favor, and motion passed.

Mr. Park made a motion to recommend to the Board of County Commissioners approval of the Montejo Subdivision Type "C" site and development plan with the following conditions:

1. Revision of the site plan to illustrate that parking requirements can be met.
2. Revision of the site plan to include notation of the height (minimum 8 foot) and type of fence (opaque). The proposed fence must be 100% opaque to be considered "opaque" and thus consistent with buffer fence standards.
3. Revision of the site plan to label the 5 foot tract of land that is located at the rear of Lots 4-13. This area must serve as a buffer or open space to prevent the creation of double frontage lots.

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4. Staff recommends denial of the deviation from development Standards from the minimum requirements for buffer standards for a Type "A" and Type "D" buffer on Lot 71.
5. Revise the site plan needs to clearly delineate the limits of the 15 foot pedestrian easement being dedicated to Leon County on the private portion of Belair Road.
6. On Sheet C-2, recommend removal of "Limits of Open Space" note and arrow that points to areas labeled as an "Existing 40' Roadway Easement" and "20' Roadway Easement to Access Parcel".
7. Recommend note on plan concerning requirement of State approval for taking of gopher tortoise burrow located within the proposed project area.

Ms. Manning seconded the motion, all voted in favor, and motion passed. This project is tentatively set to be placed on the Board's November 8, 2005 agenda. If the applicant is unable to meet this deadline, which would require resubmittal by October 26, 2005, the project will be placed on the agenda for the first meeting in December.

Velda Oaks PUD Concept Plan (Continued from October 5, 2005 DRC meeting):

Mr. McDevitt stated that, for this project, the DRC will be making a recommendation to the Planning Commission, who would review the proposal at a public hearing and then would make a recommendation to the Board of County Commissioners for final action. Ryan Culpepper, Planner II, stated that staff is recommending continuance based on the findings from Environmental Compliance that outlines remaining issues with the stormwater management facility. Also outstanding is the incorporation of all required conditions into the narrative.

It was verified that the reason for continuance of this project from the last meeting date was an issue of demonstrating that the stormwater management plan for the project could operate as designed. Jesse Maines, Environmental Review Specialist, stated that additional stormwater design information was received on October 11, 2005. This information was reviewed and comments were sent back to the applicant on October 18, 2005. To date, the applicant still has not met all applicable stormwater design standards, including the Bradfordville Stormwater Design Standards.

Mr. Park asked if density was the issue behind the applicant not meeting the stormwater standards. Mr. Maines responded that it was due to the Bradfordville Stormwater Design Standards prohibiting sand filters, and even if this project doesn't propose using an actual sand filter, they are proposing to put sand along the bank that is adjacent to the area of the outfall. In Bradfordville, SWMFs are to retain and use infiltration in a retention pond and the use of the sand is questionable.

Mr. Park stated that he is uncomfortable with the density of and the drainage from the project and asked if it was possible for the density to be reduced, which would be a relief for the SWMF. Therefore, he recommended continuance of the project.

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Mr. Maines also shared a concern about possible patriarch trees being located on the property. The applicant has stated that there were no patriarch trees impacted, but during the NFI process patriarch trees were noted. Ms. Manning also shared the concern over the patriarch trees. She asked that the applicant show on the site plan how they were going to protect those trees. The Planning Department suggested moving the open space area to the area where the trees are located. She also mentioned that due to the Bradfordville overlay, she would like to see the proposal for the lighting for the walkways and the buffering from Velda Dairy Road. Ms. Manning also noted that a PUD should be exhibiting design that is above average, and with the way the site had to be designed, all the dwelling units had to be concentrated in a fairly small area. Therefore, the density is being perceived as being higher than the rest of the area, and it does need to be addressed due to lack of consistency with the surrounding areas. She would like to discuss design alternatives with the applicant.

Mr. Culpepper distributed a copy of a response letter to Mr. Tom Bateman, whose letter was received prior to the last DRC meeting. This letter will be discussed at the next DRC meeting.

Mr. Park made a motion to continue the Velda Oaks PUD Concept Plan to the November 16, 2005 DRC meeting to allow the applicant time to meet with the Planning Department to resolve the density design issues. During this time Public Works will coordinate with Growth and Environmental Management on the drainage issues. Ms. Manning seconded the motion, all voted in favor and motion passed.

NEW BUSINESS:

Sycamore Ridge Type "B" Site and Development Plan:

Weldon Richardson, Planner II, gave an overview of the project. The proposal is to develop an approximately 22.40 acre tract at 2367 Natural Bridge Road as a 28 lot private residential subdivision. The parcel is zoned R-1 (single family detached residential) and is located outside the Urban Service Area in the WRC Future Land Use district. Significant environmental features prevail over most of the site, including wetlands, gopher tortoise habitat, floodplains, active and inactive karst features, and waterbodies. In addition, the site is located in the Woodville Karst Plain, which has been determined by the NWFWMDC to have higher susceptibility to groundwater degradation than other areas of the county. The applicant proposes water and electric services to be provided by the City of Tallahassee, with sanitary waste treatment being proposed through the use of on-site septic tanks, which are permissible per the Leon County Health Department. However, due to the high susceptibility of the site and immediate area to groundwater impacts, staff strongly recommends that the development utilize an alternative method of sanitary waste treatment to reduce the level of nitrate in the effluent. The applicant proposes that roads and SWMFs be maintained by the homeowners' association.

Mr. Richardson noted that according to the Concurrency Management System, Woodville Highway is over capacity for the proposed development, specifically the concurrency standards on the segment of Woodville Highway from Capital Circle to Oak Ridge Road. On June 3, 2005, the developer signed a

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Notice of Intent to negotiate a Concurrency Agreement for this development. Subsequent negotiations with Development Services have resulted in the pro rata proportionate share being set at \$47,509.

Staff recommended approval with the following conditions:

1. The site and development plan shall be revised to relocate the required Type "A" buffer from inside the lots and shown outside as common area.
2. The site and development plan application shall be revised to include homeowners' association documents/covenants and restrictions approved by the Public Works and Growth and Environmental Management Departments and approved as to form by the County Attorney's Office. These proposed covenants and restrictions shall contain agreements for the continued maintenance of common areas, easements, and facilities.
3. The applicant shall make a payment of \$47,509 to Growth and Environmental Management for their pro rata proportionate share for the concurrency demand added to Woodville Highway.
4. The site and development plan shall be revised to ensure that access is maintained to the property located adjacent and to the west.
5. The site and development plan shall be revised to include an approved utility concept plan from all providers of utilities proposed to serve the development.

There were 55 notices mailed, from which two response letters were received, and one returned was returned as undeliverable.

Bing Xu, Senior Environmental Engineer, stated that the EIA was issued on October 4, 2005, and added the following condition of approval:

1. Provide an accessible and adequate maintenance berm for the two SWMFs.

Ms. Manning had no additional comments from the Planning Department. Mr. Park added the following the Public Works Department recommends continuance until the following issues are addressed:

1. Provide more information on topography and proposed stormwater discharge. Since the Natural Bridge pond will have an emergency discharge to County right-of-way, provide documentation and drainage calculations that demonstrate that the existing roadside system is sufficient to handle any discharges, for both capacity and erosion control. Please clarify why the overflow weir on Sheet C-3 has an invert of 36 feet, while the ditch is at an elevation of 37 feet. In addition, the maintenance berm must be located on the site and not in County right-of-way. Please adjust the ten foot maintenance berm accordingly.
2. The 25 foot wide ingress/egress easement, OP Book 1405, Page 0871, is shown to be abandoned. The applicant or their designee should provide documentation from the

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easement holder that they are willing to abandon this easement. Also, if the existing road is to be relocated as stated, more information is needed, i.e. cross section with width and material identified (dust-free), length of the proposed road, culvert under drive size and invert, etc.

3. There appears to be a conflict between the proposed buffer along the northwest boundary line and the proposed HOA drainage easement, including pipe and sodded swale. Please clarify.

The abandonment of the private easement needs to be addressed prior to final approval. Mr. Richardson noted that the applicant does have a letter from the City of Tallahassee granting permission for proposed improvements in the power line easement. Even allowing for the easement, the lots involved still retain at least one half acre of buildable area. Discussion was held regarding the easement and a land locked parcel of land adjacent to the northern portion of the property.

Mr. Park asked for clarification of the pro rata proportionate share amount. Mr. McDevitt stated that the fee is for future improvements to Woodville Highway. Additional information will be sent to Mr. Park to further clarify the specifics of these improvements.

Mr. McDevitt stated that he received an email from Poole Engineering requesting a deviation from development standards for the requirement that buffers be located outside of lots. Mr. Park stated that this issue has been presented several times recently before the DRC and that each time the DRC has determined that the buffers need to be located outside the lots. No further discussion was held regarding this request.

Mr. Park made a motion to continue the Sycamore Ridge Type "B" Site and Development Plan until the November 2, 2005 DRC meeting, to allow time for the applicant to address the issue of the easement and access, the buffers, and the information on the traffic improvements. Ms. Manning also stated the Planning Department had made a request for an advanced septic system, and since the motion is to continue this project, she would like to request this information be presented at the next DRC meeting. Ms. Manning seconded the motion, all voted in favor, and motion passed.

Meeting adjourned at 10:50am.